

PURCHASE CARD PROCEDURES FOR END OF FY 2006

Note: This document is for all cardholders and card approving officials. Cardholders may use their purchase cards to make FY 2006 purchases through COB Saturday, September 30th. However, not all of the purchases will automatically be posted in the ADB/AS. For those cardholders who use the NIH ADB Log (Web or 3270), these pre-obligation procedures do not apply. These procedures apply for all of the other Logs. Since the IntraMall does not allow for the entry or obligation of fiscal year funds, IntraMall users must follow these procedures unless the cardholder is participating in the IntraMall Pilot. *Earlier Cut-Off Dates may be required by the cardholders' ICs.*

A. IntraMall:

This paragraph does not pertain to the cardholders participating in the IntraMall Pilot.

If you are using the **IntraMall Log**, you must go directly into the ADB, Option 12, "Previous Year Oblig Adjust," and enter your pre-obligation amounts. The Common Accounting Number (CAN) Summary Report provides the CANs and amounts which are unmatched or not yet billed. The total amount represents the outstanding dollars to be pre-obligated in the ADB. Verify that all outstanding orders have been logged in correctly. This includes verifying that all outstanding orders are included and that duplicate or canceled orders have been deleted from your log.

The **IntraMall** has a **CAN Detail Report** that allows you to view your outstanding orders from the IntraMall by choosing from the main page "CAN Detail Report." Each order with an outstanding balance will be displayed in the column next to the CAN. The order detail may be viewed by clicking the order number from the CAN Detail Report. If there are Non-Mall order entries on your list that require editing or need to be deleted, this can be done from "Order Detail." Log any Non-Mall orders that have been missed. If there are any Mall orders that should be deleted, please make a list and email them to IntraMalls. Once all the edits have been made, a new CAN Summary Report should be printed and the pre-obligation amounts should be entered into the ADB (using Option 12). If there are more than 10 CANs, please follow the instructions provided below in section C. 4. For questions or assistance, please contact IntraMalls at 1-888-644-6255 or Pam Robbins at 301-496-3688.

For those who are participating in the IntraMall pilot (automated obligations), who have used the ADB Electronic Log throughout the entire fiscal year, or have entered all of the outstanding purchases in the Log, the pre-obligations will automatically be done for you.

NOTE: Please be sure that all of the FY 2006 purchases have been entered into your Log.

B. Reconciliation of End of FY 2006 Purchases:

1. The last day that new purchases for FY 2006 will appear in the ADB is **September 27th**. When a purchase appears in the ADB on the Review Purchases and Credits screen (the ODACR), it has also been obligated in the Accounting System (AS) under the default CAN (unless there has been an automatic match). No additional purchases for FY 2006 will be added to the ADB after the night of **September 26th**. Therefore, no additional obligations will enter the AS after **September 26th** for credit card purchases.

2. Purchases appearing in the ADB as of **September 27th** must be reconciled by Cardholders and Card Approving Officials (CAO) to the appropriate CANs and object class codes by 3:00 p.m. Saturday, **September 30th**. The ADB will load this reconciled information into the AS nightly through **September 30th**. This process will allow the cardholders to reconcile all purchases that are in the ADB as of **September 27th** to the appropriate CAN in the AS before the AS closes for FY 2006.

C. Pre-Obligation Procedures for Non-NIH Electronic Log Users:

1. The pre-obligation amount is the total dollar amount of any purchase not seen in the ADB by **September 27th**. This includes all outstanding purchases from throughout FY 2006 and **all** purchases made on or after **September 27th** through **September 30th**.
2. Although the ADB will start accepting pre-obligation entries as of September 1, we advise that you wait to do your pre-obligations on **Wednesday, September 27th**. **All pre-obligation amounts must be entered and approved by the CAO in the ADB by 3:00 p.m. Saturday, September 30. Be careful that you do not double pre-obligate by including in your pre-obligation amount any previously invoiced items.**
3. Option 12 is provided in the ADB as a special “pre-obligation” screen which permits the cardholder or the CAO to enter pre-obligation amounts. Since a CAO can both enter and approve entries, the IC has the option of letting the CAO perform both functions if that will expedite the process. It is important to remember that if the cardholder enters the pre-obligation amount, that this amount will **not** post to the AS until it is approved by the CAO. The CAO must review and approve the entries before they are officially registered in the ADB and entered into the AS, even if they are the one who entered the data. **The Cardholder and the CAO must ensure that they hit the F-1 key to approve the pre-obligation amounts by 3:00 p.m. Saturday, September 30.**
4. The Pre-obligation screen allows for the use of up to 10 CANs per cardholder account for pre-obligation funds. This should assist the ICs in their efforts to end the fiscal year with obligations in the most appropriate accounts. If at a later date a cardholder reconciles a purchase using a prior year CAN (FY 2005) not provided for in the pre-obligation process, the system will de-obligate the pre-obligated amount from the default CAN. **Therefore, it is critically important to establish the default CAN as one of the 10 CANs containing a pre-obligation amount.** Purchase amounts reconciled using a CAN not listed amongst the 10 CANs allowed on the pre-obligation screen, must be included in the pre-obligation amount obligated on the cardholder’s default CAN. This issue will come up if a cardholder is making purchases for more areas than the 10 CANs will accommodate. At any point over the next year, the cardholder will have the authority to shift pre-obligated funds between CANs, **but will not be able to change the total pre-obligated amount. You must not use an object class code that starts with “319” with the pre-obligated CANs.**
5. You must not enter a CAN number more than once. The default OC Code will populate automatically, but you will be able to change it when you reconcile.

We strongly encourage ICs to do what they can to keep the need for pre-obligations to a minimum.

6. CIT will provide authority to one individual, per IC, to increase/decrease pre-obligation amounts within the ADB against FY 2006 accounts after the AS opens for FY 2007.

Note: Either the Executive Officer or Chief Budget Officer from each IC must provide the name of a person who will be responsible for moving or increasing monies for their IC. Please email the names of these individuals, along with their ADBID, to Nancy L. Davis, John Slovikosky, and Tony Sambataro. Please provide these names no later than **Monday, September 11, 2006**. This individual must have clearance to get into the Purchase Card Function of the ADB.

D. What Happens with Unmatched Items?

All cardholders who currently use the ADB Electronic Purchase Log who have outstanding and unmatched items should go into the ADB and cancel the current month's unmatched log items, unless they are aware of a specific circumstance that necessitates keeping it open. Make sure log entries go in at the time of purchase and that they have been matched. This will help alleviate double obligations. The original purchase log entry creates one obligation and when U S Bank submits the invoice via the ADB, another one is created. If for some reason an item is not matched with the correct entry, and remains unmatched in the ADB, the cardholder will have two obligations.

Cardholders have the option to cancel every unmatched log entry in the Electronic Log. Cardholders would simply hit the 'F6' function key (which in turn automatically marks it with a 'Y'). In the GUI version, they can either hit the 'F6' function or click on the word 'cancel.'

E. What happens to remaining funds from FY 2005?

On or about **September 30, 2006**, CIT will de-obligate any remaining balances from the FY 2005 pre-obligations. Cardholders should have vendors bill prior to this date or current funds will need to be used. Also, any log entries that reference FY 2005 CANs will not be carried over to the next open log entry and the monies will be de-obligated. **All remaining monies from FY 2005 will be lost.**

F. What happens after September 30th?

1. After Saturday, **September 30th**, any items purchased and not accounted for in the pre-obligation process must be reported (through IC established routes) to the IC Budget Office with the desired CAN by Sunday, **October 1st**. The Budget Office will forward this information to OFM.
2. Each IC's Budget Office will have the option to put an obligation on the Short Term Estimate Memo to cover the best estimate of what was not pre-obligated correctly.
3. Obligations for purchases that were not pre-obligated by **September 30th** in the ADB will be covered on the End of Year Estimate Memo submitted by IC Budget Officers to OFM before the closing of the books for FY 2004. While the ADB will eventually reflect the appropriate CAN the item was purchased under, the final obligations for credit card purchases that were not pre-obligated by **September 30th** will show under the FY 2007 default CAN.

CAOs and other IC Personnel must forward a detailed list of all items included on the End of Year Estimate Memo for purchase card purchases to their Budget Officer. The responsible parties of each IC will be the designated person that will increase/decrease pre-obligation amounts within the ADB against FY 2006 CANs after the AS opens for FY 2007. The obligations made based on the Short Term Estimate Memo will automatically be reversed in the AS when the AS opens for the next fiscal year. Therefore, the designated IC individual with authority to increase/decrease pre-obligation amounts must go into the ADB and update the pre-obligation amounts for any adjustments made on the Short Term Estimate Memo. This step is necessary to enable the system to allow a purchase to correctly be reconciled to a prior year CAN.

Note: Cardholders will not be allowed to charge items against FY 2006 CANs in excess of the pre-obligation amounts stated within the ADB.

4. Beginning **October 2nd**, the ADB will resume daily updating with items that were not posted in the ADB by **September 26th**, as well as items purchased on or after **September 27th**. **This data will be available on the ADB screens as of October 3rd. At this point, all charges appearing in the ADB will have an FY 2007 default CAN.** Although reconciliation in the ADB can begin, reconciled transactions will not be posted to the AS until the AS opens for FY 2007. For the October 2006 reconciliation, pay close attention to the CAN number. It will automatically default to “07” at the end of the fiscal year and the cardholder must go in and change it back to “06.” Also, if the cardholder does not reconcile on time, the items will be paid against the default CAN for fiscal year “07.” OFM will only accept Summary proposals from the Budget Officers for such charges. They will not make individual record changes.

Note: If the cardholder does not complete their reconciliation on time, a letter signed by their Budget Officer must be sent to the OFM. The Government Accounting Section, OFM, must be provided with the following information: (1) a written, signed justification stating the reason why the corrections were not made during the reconciliation period; (2) the reason for the correction(s); and (3) the total amount of charges to be moved (by CAN and sub object class). OFM will accept only summary proposals for such changes; they will not make individual record changes.

5. Cardholders may reconcile the appropriate charges using a FY 2006 CAN established during the pre-obligation process. The ADB and the AS will automatically reduce the pre-obligation amount for those transactions. However, if the CAN is not one of the 10 CANs originally established, then the pre-obligation default CAN will automatically be reduced by the amount of the transaction. **The purchase transaction cannot exceed the amount pre-obligated. If during your purchase card review you are prevented from using a previous fiscal year CAN, use Option 12 (pre-obligation screen) to display current available balances of the previous FY’s CAN to determine if that is the problem.**

G. What Happens during FY 2007?

If a valid FY 2006 purchase is discovered after the AS opens for FY 2007, and there was no pre-obligation amount entered in the ADB for this purchase, the cardholder should follow IC established procedures for use of prior year funds. The designated IC individual with authority to increase pre-obligation amounts should then increase the pre-obligation in the ADB to allow that purchase to be reconciled using FY 2005 funds.

Note: IC Points of Contact must make sure that all retired, cancelled, and transferred accounts are reconciled. Pre-obligated FY 2006 funds will be available until expended or through September 30, 2007, whichever is earlier.

H. Problems/Questions?

If you have any questions, first contact your IC Point of Contact for the Purchase Card Program (See Appendix A). If you still have questions, please call the Purchase Card Helpline at 301-435-6606. If you have questions regarding OFM issues, please contact John Slovikosky at 301-402-6599. If you have any CIT questions, please contact the ADB Support Group at 301-402-6070.

Appendix A Purchase Card Procedures for End of FY 2006

SUMMARY TABLE OF CRITICAL DATES AND ACTIVITIES FOR END OF FY 2006 PURCHASE CARD OBLIGATIONS	
CRITICAL DATES	ACTIVITIES
September 26th	Last day transactions posted to accounting system.
September 27th	The last day that purchases for FY 2006 will appear in the ADB for reconciliation for end of FY 2006. Refer to paragraph B. 1.
September 30th	Cardholders can make FY 2006 Purchases through midnight. <u>Refer to the Note: on the first page after the Title</u>
September 27th to September 30th	Reconciliation by Cardholder and CAO of purchases for end of FY 2006 in the ADB must be completed. <u>Refer to paragraph B. 2.</u>
September 27th to September 30th	Pre-obligations (up to 10 CANs per account) must be entered by the Cardholder and/or CAO and approved by the CAO by 3:00 p.m. on Saturday, September 30 th . <u>Refer to paragraphs C.2. through C. 5.</u>
September 30th	Last day of pre-obligations to be entered into the accounting system.
October 1st	FY 2006 purchases discovered that were not entered by September 30 th must be forwarded in writing to their IC Budget Office who will forward this on to the Office of Financial Management (OFM). <u>Refer to paragraph F.1 through F. 4. (Through the estimation process)</u>
October 2nd	ADB will resume daily updating of purchases not included in the ADB by September 27 th and purchases made on or after September 27 th . All of those purchases will automatically be charged against the FY 2006 Default CAN until you reconcile. You may begin to reconcile on October 3 rd . <u>Refer to paragraph F. 5.</u>
During FY 2007	After October 2 nd FY 2006 purchases discovered that were not entered into the ADB must be forwarded in writing to your IC Budget Office. <u>Refer to paragraph G.</u>

Appendix B

Purchase Card Procedures for End of FY 2006

Hierarchy	ICD	Designated Coordinator	Telephone Number	Alternate Coordinator	Telephone Number
3966	CC	Debbie Britton	594-5914	Janice Brunson	496-2301
3021	CIT	Edith Smith	496-6167		
2222	CSR	Marilyn Cuzzolina	435-1099		
0819	FIC	Sonya Thomas	496-4625	Lauren Sikes	496-4625
0896	NCCAM	Denise Simmonds-Barnes	594-1452	Valery Gheen	402-4335
0849*	NCI	Kathleen Hargett	1-301-228-4225	Laurel Carey	435-3810
0897	NCMHD	Donna Brooks	435-2135		
0848**	NCRR	Billie Kulp	435-0719	Dorothy Keys	435-0721
0887	NEI	Barbara Wilson	435-8836		
0891	NHGRI	David Schneider	496-8489	Mike Philippi	496-7909
0872*	NHLBI	Jim Mitchel	496-5931		
0843**	NIA	Extramural - Susan Windsor Intramural** - Patricia Meise	402-7721 410-558-8043	Extramural - Anthony Pirrone	451-8385
0894	NIAAA	Pat Parks	443-1275		
0885*	NIAID	Shamay Knox	402-6990	Olga Acosta-Polston Lesley Williams	435-4322 402-6545
0888	NIAMS	Melvin Broadus	496-6051	Valerie Green Andi Ricche	496-6053 435-5314
0898	NIBIB	Angela Burks	594-3830	Jeanellen Kallevang	451-6768
0844	NICHD	Extramural - Traci Pelan Intramural - Ruth Maraio	496-9583 402-3098	Intramural – Inez Demery	402-3699
0893*	NIDA	Extramural – Donna Tolson Intramural- Sheila Zichos	443-4577 410-550-1527	Extramural-Bridget McDonald Intramural – Diane French	443-4577 410-550-0813
0890	NIDCD	Anne Sumner	496-9298		
0873	NIDCR	Virginia (Ginger) Betson	496-5760		
0884*	NIDDK	Intramural-Bill Foltin Extramural-Patricia Barton	435-2793 594-7731		
0862*	NIEHS	Antoinette Bridges	919-541-5415	Beverly Hall	919-541-3301
0851	NIGMS	Crystal James	594-1747		
0892	NIMH	Barbara Vermillion	443-3836	Pamela Klein	496-4271
0886	NINDS	Sabrina Ferguson	435-7714	Elizabeth Elliott	496-9273
0889	NINR	Ana Ferreira	402-7096		
0807*	NLM	Karen Riggs	496-6546	Erin Goldstein	496-6546
1111	OD	Vonda Toogood	594-8278		
4444	ORF	Armenda Daye	496-1602	Melissa Richardson	402-0878
4554	ORS	Jody Sallah	496-8275	Laurie Bullman	402-2461

*Decentralized Procurement Office

**Decentralized Procurement Offices (Partial)